

**Minutes of the Meeting of the Governing Body of
Garden Suburb Infant and Junior Schools
Held on Thursday 6 December 2018**

MEMBERS

LA GOVERNOR (1)

Vacancy

PARENT GOVERNORS (2)

Ruth Henrywood (Junior)* (Co Chair)

1 Vacancy (Infant) –

HEADTEACHERS (2)

Sarah Sands (Infant Headteacher)*

Eileen Bhavsar (Junior Headteacher)*

STAFF GOVERNORS (1)

Alexia Dobinson (Infant Support)

ASSOCIATE MEMBER

Julia Chalfen (Junior Support)*

CO-OPTED GOVERNORS (12:

2Teachers; 2Parents from each Schl)

Francoise Wagneur*

Vacancy

Adrian Hodgson*

Ajantha Tennakoon

Gerard Wiseman (Junior Parent)*

Omar Shah (Junior Parent)* (Co Chair)

Biljana Elia (Infant Teacher)*

Janina Quinn (Junior Teacher)*

Ziya Kocabiyik*

Aneka Grover (Infant Parent)*

Tara Ward Ammoun (Infant Parent)*

Paola Riddle*

NON-VOTING OBSERVERS

Lisa Berger (Junior DHT)*

Sarah Josey (Infant DHT)*

*Denotes attendance

Part I

18/37 **Welcome**

All Governors were welcomed to the meeting.

18/38 **Acceptance/non-acceptance of apologies for absence**

Apologies were received and accepted on behalf of Michael Kkafas and Alexia Dobinson.

Governors noted that both Michael Kkafas and Jane Harris had stepped down as Governors. They wished to minute their thanks to both of them for all their hard work and contribution to the Governing Body and the School.

18/39 **Declaration of Pecuniary Interest**

There were no declarations of pecuniary interest.

18/40 **Part I Minutes of the meeting held on 17 October 2018**

The Part I Minutes of the meeting held on 17 October 2018, copies of which had been circulated prior to the meeting, were **CONFIRMED**, initialled and signed by the Chair, as a fair representation of the meeting.

18/41 **Matters Arising**

These had been actioned or were included within the current agenda.

18/42 Infant Head Teacher's Report/Updates

Governors' attention was drawn to the following documents, circulated prior to the meeting:

- Pupil Premium Grant (on the School website)
- Sports Funding (on the School website)
- School Improvement Plan

The IHT provided an overview of events that had taken place since her last report. These included:

- New playground equipment had been installed as well as a new sports surface. The IHT noted the impact that this had already had on the children, exhibiting increased determination on such things as the monkey bars. Such activities allowed the children to develop new skills, measuring their fitness and stamina. The IHT noted that there was a specific rota used at lunch times to help utilise the space most effectively, with each class on a rota for the climbing frame, equipment and the jenga bricks for example.

The School were currently reviewing how Reception used the playground during lunchtime as they had access to all the resources throughout the day.

Following a Governor question, the Headteacher explained that some photos evidencing the use of this new equipment had been added to the School website. Some parents had not agreed for photos of their children to be displayed on the website; this was approximately 3-4 children per class. Parents were asked to sign consent forms at the start of each year stating whether photos of their children could be used for non-educational purposes (e.g. external or for the website). It was noted that photos of children of parents who did not sign the form were omitted from use.

- The School hall had been painted and an order placed for new blinds (for the first week of term). An order had also been made for a new interactive whiteboard for the hall. Prices were being obtained for new stage lighting.
- Interactive whiteboards were being installed in the last four classes.
- Laptops were being replaced for teachers

These improvements to ICT, the hall and the playground were all focused on enhancing the learning environment of the children.

Following a Governor question, the IHT confirmed that all of these works had been costed; the ICT was being funded from capital and PTA and the other works from the sugar tax or PTA.

There had been a number of assemblies held as well as a Diwali/ Bollywood workshop which the children had really enjoyed.

Parental workshops continued to be held. The SENCo ran specific groups with approximately 12 parents. These were mainly focused on children's' independence. Specific Maths (Y2) and Reading (Rec/Yr1) workshops had also been held; the turnout for

the maths had been quite low however so the School were reviewing the timings and dates.

Following a Governor suggestion, the IHT explained that written documents were issued as a follow up to these workshops as well as presentations on the School website, linked in the School newsletter.

It was suggested that these workshops be marketed in a different way focused more on engaging children with Maths and creating a more social feel to the sessions.

A successful book fair had been held a few weeks previously which brought in £300 commission that had been used to buy books and supplement banded books.

A Great Fire of London workshop had been held on 5 December for Y2, funded with Gift Aid and a Space Dome for Year 1.

Following a Governor question regarding admissions, the IHT noted that there had been a number of visits from Nurseries to view the School as well as being proactive with news in the School newsletter and speaking to parents. The closing date for applications was in January. There had been 89 applications thus far (December) in comparison to the usual 200 received (by January).

A discussion ensued amongst Governors about the decrease in numbers and the impact of this on the School. It was noted that applications across the borough had decreased. The School had discussed with the LA about the potential to cap the Reception numbers at 60, without changing the size of the school groups.

Following a Governor question, the IHT noted that the School worked closely with the Great Learners' Nursery. The School had also had visits from other schools to look at their Early Years practice. Biljana Elia was also involved in a transition project as the School was recognised as having a robust transition process.

The IHT was thanked for her reports and updates.

18/43 Junior Head Teacher's Report/Updates

Governors' attention was drawn to the following documents, circulated prior to the agenda:

- Pupil Premium Grant
- Sports Funding
- School Improvement Plan

The IHT provided an overview of events that had taken place since her last report. These included:

- The IHT noted the successful School Journey that had been undertaken. Seven of the 84 children did not attend. These were mainly due to religious or cultural reasons rather than financial reasons.

Following a Governor question, the JHT confirmed that significant efforts were always made to include children with additional needs e.g. there was the option for parents to come and stay near the camp in order for their children to stay during the day and be

collected in the evening. She added that there were sometimes issues with behaviour but the School did their best to facilitate children's needs.

- There had been a number of sporting events including the Sports Hall Athletics which they had won and would go through to the London final.
- SEN children had also taken part in a sporting event with sports training held for staff in November.
- There had been a number of day trips held this term, including Kenwood for Y6 with a focus on Black History month as well as to the theatre to watch Midsummer Night's Dream. Y5 also had a workshop on the wind rush with a significant focus on black history.
- The JHT detailed the Partnership Review that the School were part of. This involved a grouping of schools within a mini partnership that reviewed and challenged each other. For the session held in November, the School formulated a question focused on Maths (linked to an area of the SDP), designed the process and then lead a developmental session following the outcome of that review.

It was noted that this was not a leadership led initiative with more ownership by the teachers. Staff Governors noted the positive aspects of this process; a very supportive model and productive way of looking at what the School were doing in a particular area. The utility of being observed and challenged by peers was highlighted.

Following a Governor question, it was confirmed that this was shared with the Infant School as well as a similar session planned with the Infant Partnership schools shortly.

A Governor enquired into what further resources these partnerships offered. The JHT noted that there was a specific website where resources were held as well as training opportunities for members of the Leadership Team e.g. a champion for each school that helped to develop coaching skills. The latter provided good training opportunities for the Assistant Head at the Junior School.

Governors commended the initiative especially in the context of the diminishing role of the Local Authority (LA).

- Parental tours were being undertaken currently. These were mainly from Y2 children from the Infant School, with only one external thus far.

Governors were reminded of the dates of the seasonal concerts:

Y3- 13 December
Y4- 11 December
Y5- 19 December
Y6- 18 December

The JHT was thanked for her reports and updates

18/44 **Policy Ratification**

Safer Recruitment Policy

Governor attention was drawn to the Safer Recruitment Policy, circulated prior to the meeting.

Governor comment was welcomed.

Following a show of hands, Governors **RATIFIED** the policy.

18/45 Minutes of Committees

Finance Committee

Minutes of the Finance Committee meeting held on 19 October 2018, circulated prior to the meeting, were received and noted by Governors.

Infant and Junior Curriculum Committee

Minutes of the Infant and Junior Curriculum Committee meeting held on 28 November 2018, circulated prior to the meeting, were received and noted by Governors.

18/46 Long Term Financial Planning

The Headteachers provided an overview of the Schools' budgetary positions and the financial pressures that they were facing.

Governors discussed the options available to help with these pressures and the support that they could offer.

Due to the business to be discussed, the meeting moved to Part II.

18/47 Named Governors Update

This had been covered.

18/48 Governor Training, Visits & Development update for Autumn term

Gerrard Wiseman and Françoise Wagneur had visited the Infant School and in particular, Early Years (EYs). They were able to hear and observe first hand some of the challenges (e.g. toilet training) as well as exposure to and the importance of quality first teaching and Learning Support Assistant (LSA) support. They noted that the classroom demonstrated an excellent learning environment within the evident complexity of EYs teaching.

They also noted that teaching requirements were increasing with necessary involvement and leading from LSAs. There were also some challenges with parental engagement as well as parental volunteers for example with cooking rotas.

Ruth Henrywood had completed Child Protection training which had also covered Prevent.

Paola Riddle and Ziya Kocabiyik had also attended training on Financial Management. Paola Riddle had attended the Junior School Inset day on Writing.

Paola Riddle and Ziya Kocabiyik attended the Junior Partnership Review in November 2018. They took part in interviews with pupils. Maths was the focus of the discussion.

A competency grid been sent to all Governors to complete by 12 December to then be collated into a matrix.

Action: All Governors

18/49 **Any Other Business**

- a. It was agreed that the School would be introducing BACs payments
- b. The Infant School had received the Internal Audit Report. This had been circulated and discussed by Governors. The one action noted had been completed. Governors **APPROVED** the Audit.
- c. Michael Kkafas and Jane Harris were thanked for their contribution to the School and Governing Body and would be presented with a card.
- d. Governors discussed the potential of holding a post-Christmas/ New Year's dinner.
- e. Governors noted FGB vacancies including one LA, one Co-opted and one Parent. For those interested in becoming a Governor, the Chair offered to make time to discuss the role with them.

18/50 **Dates of Committee meetings**

- a. Curriculum – Thursday 4th April 2019
- b. Finance – Thursday 31st January 2019
- c. Premises – Tuesday 4th December 2018
- d. Inclusion & Pupil Wellbeing – Tuesday 5th March 2019
- e. Staffing – Thursday 14th March 2019

18/51 **Dates of Governing Body Meetings**

- a. Spring I: 6th February 2019
- b. Spring II: 28th March 2019
- c. Summer I: 16th May 2019
- d. Summer II: 4th July 2019

The meeting finished at 8.25pm